**LETTER TEMPLATE**

**SHORT NOTICE RESIGNATION LETTER**

**[Date]**

**[Manager's first and last name]**

**[Manager's title]**

**[Company name]**

**[Full address]**

Dear **[Mr., Ms. or Mrs. Manager's last name],**

I am submitting my formal resignation effective **[date]** from my **[position or title]** at **[company name]**. I am resigning with short notice due to **[reason]** and I hope you accept my apologies for supplying this letter on short notice.

I would like to express my gratitude for the opportunities this company has provided me over the past **[number of years worked]** I've worked here.

I appreciate your understanding and I am willing to help with making this transition easier over the next few **[days/week].**

If you need to contact me after my departure, I am willing to chat via phone or email to help answer questions about my **[work, current projects]** to help the new hire get up to speed.

Sincerely,

**[Signature]**

**[Your name]**

**[Position or title]**